

Emergency Work and Paid Leave Policy

This policy can be enacted by the Mayor during a state of emergency such as a natural disaster or a pandemic. The Mayor will notify employees when this policy is lifted. These benefits are not accrued, and once the emergency is ended or this policy is lifted, no remaining or unused benefits are carried over in any way.

This Policy was enacted on March 23, 2020 and updated on April 13, 2020, August 10, 2020, and April 26, 2021 due to the COVID-19 Crisis.

Emergency Remote Work:

During the enactment period determined by the Mayor, employees who can work from home will be directed to complete their duties at home. Employees may be assigned different duties from their regular duties or asked to come in and perform their duties only periodically.

Department Heads, in consultation with the Innovation and Technology “IT” Department, will determine what will be provided to employees such as VPN access, laptop, supplies etc. This is intended to be a temporary work assignment, and once the state of emergency policy has been lifted employees will return to their usual assignments.

Moving to an Emergency Remote Work status does not constitute a City closure and employees are not eligible for additional compensation for work during their regularly scheduled hours/duties. Employees are expected to be available to work or answer questions during their regular work hours even if their regular job duties cannot be performed. Employees who cannot be available to work during their regular work hours must notify their supervisor or department head and will be put on paid leave status (see below). Some or all employees may be asked by their supervisor to transition back into the office for some or most of their work time or duties, subject to specific health or safety requirements, while continuing this Emergency Remote Work assignment.

Emergency Paid Leave:

During the enactment period determined by the Mayor, an employee who cannot work (or be available to work) either onsite or remotely, the City will provide up to 15 days of Emergency Paid Leave (through February 28, 2021) under the following circumstances:

1. Is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. Has been advised by a health care provider to self-quarantine because of concerns related to COVID-19;
3. Is experiencing COVID-19 symptoms, is seeking a medical diagnosis or is diagnosed with COVID19;
4. Is caring for an individual subject to an order described in (1) or self-quarantined as described in (2);
5. Is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
6. Is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.

Emergency Work and Paid Leave Policy

For employees who work an alternate schedule the time will be adjusted to equal 15 regularly scheduled days.

Starting March 1, 2021 and through September 30, 2021, the City will provide up to 10 days (80 hours) of Emergency Paid Leave, regardless of whether an employee used or did not use Emergency Paid Leave prior to that time. In other words, an employee who used all 15 days prior to February 28 has another 10 days (80 hours), and an employee who used none of their days prior to February 28 also has 10 days (80 hours).

Also starting March 1, 2021, and through September 30, 2021, an employee may take Emergency Paid Leave for any of the following reasons, in addition to the reasons stated above:

- 7. To obtain or while awaiting the results of a COVID test or diagnosis (if the employee has been exposed or if the City or State has recommended or requested the test);
- 8. To receive a vaccination; or
- 9. To recover from complications as a result of a vaccination.

Other Benefits. These temporary emergency benefits will not impact normal leave time or other benefits provided. These benefits are intended to assist our employees and their families in this unusual time of need and, at this point, preserve other time off benefits for normal use. We will continue to monitor the situation and make adjustments as needed and as conditions change. It is possible that similar state or federal programs may become available at which time we will reevaluate our needs.

Eligible employees: All regular full time, regular part time, limited service, seasonal and temporary employees who were previously scheduled to work but could not work or telework, due to the reasons outlined in this temporary policy. Temporary and/or Seasonal fulltime or part-time employees hired after May 1, 2020 to work for any department within the City are entitled to full pay for up to five (5) days.

Request approval process: To request approval of the Emergency Paid Leave, please complete the Emergency Leave Request Form and contact your Manager and Department Head. You will be required to provide the reason for the leave request along with the start and end dates. Department Heads will be required to evaluate your request and submit the request to HR and payroll. All requests may be subject to providing supporting documentation from your healthcare provider or the Department of Health.

Return to work: Prior to returning to work, employees may be required to complete either a 14-day quarantine or (ii) a 7-day quarantine followed by a negative test, in accordance with Vermont Department of Health protocols. In addition, a copy of negative test results may need to be provided to the HR department to return to work after a 7-day quarantine period. If upon a negative test result the employee is unable to return to work due to cold symptoms, an employee's sick time must be used to cover an employee's absence from work.

Travel outside of Vermont for personal reasons when unvaccinated: Overnight travel outside of Vermont for personal reasons may require a quarantine period. Employees should consult with

Emergency Work and Paid Leave Policy

the most current Vermont requirements prior to taking leave so they are aware of any quarantine obligations. A quarantine requirement for personal travel is not covered under the City's Emergency Leave Policy.

Travel outside of Vermont for vaccinated employees: Upon return an employee will not need to be tested.

Regarding International travel: Employees should consult with the latest CDC requirements.

Wellness Bonus: For those employees who are eligible for the wellness bonus, proof of your vaccination can be entered on your myCigna.com page to earn a \$50 wellness bonus.